



COMMUNITY ARTS ACCESS GRANT 2016



This program is funded in part by a grant from the
Illinois Arts Council Agency, a state agency.

APPLICATION AND GUIDELINES

Due Date:

Friday, December 4, 2015
5:00 p.m.

Buchanan Center for the Arts
64 Public Square
Monmouth, Illinois 61462
Phone: (309) 734-3033
Email: buchanancenter@frontier.com

Buchanan Center for the Arts Community Arts Access Grant 2016

MISSION

The mission of the Buchanan Center for the Arts is to enrich lives and promote enjoyment of the arts by offering opportunities for creative and diverse artistic experiences.

BACKGROUND

The Buchanan Center for the Arts (BCA) was established in 1989 to provide opportunities to explore and learn about the arts in Warren County. The Community Arts Access Grant (CAAG) is funded in part by the Illinois Arts Council Agency (IACA), a state agency.

Through this program, the BCA is able to serve people in Warren County by extending arts funding to artists and not-for-profit organizations. The goal of the Community Arts Access Grant is to foster artists and arts projects by providing grants that increase community awareness and access to the arts in Illinois.

GUIDELINES

Application Deadline: Friday, December 4, 2015, before 5:00 p.m.

Grant Request: For either Individual Artists or Not-For-Profit Organizations

WHO WE FUND

Individual Artists and Not-for-Profit Organizations

Community Arts Access funds are available to artists and not-for-profit organizations that provide high quality, innovative community arts programming in the Warren County Area. Priority is given to new and emerging artists or projects. Projects or events that are repeated on an annual basis are not guaranteed funding.

Individual artists must be at least 21 years of age and a resident of Warren County. Not-for-profit organizations must be incorporated, with a valid street address in Warren County. They must also have acquired or be in the process of applying for 501(C)(3) status.

WHAT WE FUND

Artists and organizations that plan and execute innovative projects of high quality oriented toward community arts and provide payment to artists residing in Illinois with preference given to artists living in the Warren County region. All art forms and disciplines are eligible. Funded projects must provide service to Warren County.

Projects must take place September 1, 2015 – August 31, 2016.

Community Arts Access Grants will award at least 30% of funds to arts projects that make special efforts in **reaching locally neglected or underserved audiences** including: Minorities, the elderly, people with disabilities, people with low income, at risk youth or those with limited access to the arts, and rural populations.

WHAT WE DO NOT FUND

1. Multiple applications.
2. Incomplete applications or those received after the due date/time.
3. Projects with no public or community arts emphasis. (Artists and organizations are strongly encouraged to provide a public project with high visibility (by virtue of structure, location or publicity) that describes and/or documents their arts project.)
4. Day-to-day operations or capital improvements.
5. Projects by universities and colleges that are not open to the public.
6. Touring or traveling projects.
7. Projects outside the designated counties being serviced.
8. The purchase of permanent equipment.
9. Deficit funding.
10. Scholarships to assist artists in obtaining college degrees.
11. Artistic projects at functions where the artists are not the primary focus.
12. Fundraisers, benefits, receptions, or other social functions.

REVIEW CRITERIA

ARTISTIC MERIT (40%)

- _Quality of an individual's or organization's artistic value, as demonstrated by submitted support materials.
- _Artistic quality of the project. Is artistic project innovative and creative?
- _Does artistic project require technical skill and vision?
- _Did the artist or organization supply concrete and specific background qualifications?
- _Will the project further the organization's mission? (Organizations only)
- _How does project address local community cultural needs?
- _Is the project furthering the arts in Warren County?
- _What is the artistic mission of organization?

COMMUNITY IMPACT (30%)

- _Does the project meet current or future community needs?
- _Does the project include diverse community representation and participation?
- _Is it accessible to the community, regardless of race, gender, age, education, or disability?
- _Will the public be significantly involved and benefit from this project?
- _Will the project be effective in achieving its goals with its target audience?
- _Is there innovation in programming to incorporate diverse and new audiences in the project?
- _Is the marketing plan effective?
- _Does the project provide services and support to artists and encourage Illinois artists to create new works?
- _Does the project demonstrate an aesthetic or cultural impact on the community?
- _Does the project demonstrate the spirit of the mission statement of the Buchanan Center for the Arts: To enrich lives and promote enjoyment of the arts by offering creative and diverse artistic experiences?

ORGANIZATIONAL CAPACITY (30%)

- _Does the project show clear and specific goals/objectives through a well-conceived

and realistic plan of implementation?

- _Does the project provide evidence of sound management and planning?
- _Does the artist or project administrator demonstrate professionalism and ability to lead?
- _Is the project budget clearly defined and realistic?
- _Does the budget show support from diverse sources?
- _Are the application materials clear, complete, and consistent?
- _Does the project demonstrate financial responsibility through evidence of public and private financial support and/or in-kind support other than this grant?
- _Does the organization explain a personnel structure implementation program?

REVIEW PROCESS AND CALENDAR

APPLICATION REVIEW

Friday, December 4, 2015

Application deadline.

December 4, 2015 – January 24, 2016

Staff reviews applications for completeness and eligibility. Meeting to distribute completed grant applications and detailed instructions.

January 25, 2016

Peer panel reviews grants and offers recommendations based on established criteria.

February 5, 2016

Applicants are notified via email regarding funding status.

DISBURSEMENT OF FUNDS

After announcing the award of grantees:

1. Grantees will be required to submit letters advocating financial support of the arts to their state and federal legislative representatives.
2. Grantees must complete and return Letters of Agreement and Cash Request forms.
3. Grantees must return Final Report form within 14 days of project completed within the grant cycle.

APPLICATION ASSISTANCE

Questions about the Community Arts Access Grant and eligibility of funding can be addressed directly to Kristyne Gilbert Bradford, Executive Director, Buchanan Center for the Arts via email at buchanancenter@frontier.com or call (309) 734-3033. Please reference CAAG or Community Arts Access Grant in the subject line of your email and allow 24 hours for a reply.

GENERAL INSTRUCTIONS

- Please use legal name. Organizations must use their incorporated name.
- Only one application per artist or organization will be accepted.
- Application must be submitted on this form, a photocopy, or the electronic form provided.

DELIVERY INSTRUCTIONS

- Mailed applications must be postmarked no later than Friday, December 4, 2015.
- Hand delivered applications must arrive before 5:00 p.m. on Friday, December 4, 2015.
- Please submit entire application (original and copies) in one single envelope package.
- Applicants must supply an Illinois street address.

DOCUMENTATION AND RETURN POLICY

- Copies of the application, budget, and printed materials such as brochures, letters and samples **will not be returned**. Please retain copies for your files.
- Staff will make every effort to protect artistic support documentation; however, staff is not liable for any loss or damage that may occur.

IF YOU WOULD LIKE YOUR ARTISTIC SUPPORT DOCUMENTATION RETURNED:

1. Enclose a self-addressed stamped envelope with sufficient postage and protective packaging.

OR

2. Artistic support materials will be ready for return on designated pick-up days. Applicants will be notified by mail following panel review.

Note: Unclaimed support materials will be discarded after June 30, 2016.

APPLICATION COVER SHEET
2016 Community Arts Access Grant
Deadline: Friday, December 4, 2015

ARTIST OR ORGANIZATION NAME: _____

CONTACT PERSON: _____

Telephone: (W) _____ (H) _____ (FAX) _____

Street Address: _____ City: _____ State: ____ Zip: _____

Date of Not-For-Profit Incorporation: _____

Website: _____ Email: _____

LEGISLATIVE DISTRICTS:

County: _____ House: _____ Senate: _____ Congress: _____

PROJECT INFORMATION

PROJECT TITLE: _____

Project Dates: Starting: _____ Ending: _____

PROJECT DIRECTOR: _____

Telephone: (H) _____ (W) _____

2016 Community Arts Access funds requested: \$ _____

ESTIMATE: Number of artists participating: _____ Number of artists being paid: _____

Number of youth to benefit: _____ Number of volunteers: _____

Total number of individuals to benefit from the project: _____

Please complete the following section to the best of your ability. This information will be used for state reporting purposes only. It is not used for awarding funds. NOTE: Your total may equal more than 100%.

| | | | |
|-----------------|---|-------------------|---|
| Rural | % | African American | % |
| Seniors | % | Asian | % |
| At-Risk Youths | % | Hispanic | % |
| Other (Specify) | % | Native American | % |
| | | General/Undefined | % |

STATEMENT OF ASSURANCES**The applicant hereby agrees that:**

1. The activities and services for which assistance is sought will be administered by or under the supervision of the Applicant.
2. Any funds received under this grant shall not be used to supplement funds normally budgeted for services of this same type.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42USC200D) to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the grounds of race, color, religion, or national origin, be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment for which the Applicant received Federal, State, or City, financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Title VII of the Civil Rights Act of 1964 (42USC200e) as amended by Equal Employment Opportunities Act of 1972 (Public Law 92-96) and the Constitution of the State of Illinois (Article 1, sections 17-19) to the end that no person shall on the grounds of race, color, religion, national origin, sex or solely handicap unrelated to the job be denied equal opportunity in the hiring process, or be otherwise subjected to discrimination in employment or promotion practices for any position supported in whole or part by Federal, State or City financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Section 504 of the Rehabilitation Act of 1973 (29USC 706); as amended to the end that no otherwise qualified person in the United States shall, solely by reason of handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant received Federal, State or City financial assistance from the Buchanan Center for the Arts; and FURTHER AGREES THAT it will comply with Title IX of the Education Amendment of 1972 (20USC1981); and FURTHER AGREES THAT it will comply with the Age Discrimination Act of 1975 (Public Law94-135, Title III, Article 303).
4. The figures, facts and representation in this application, including all exhibits and attachments, are true and correct to the best of its knowledge and belief.
5. Applicant will expend funds received as a result of this application solely on the described projects and programs and will separately provide funds for the maintenance of the organization.
6. The filing of this application has been authorized by the governing board of the applicant.

THIS ASSURANCE is given in consideration of obtaining Buchanan Center for the Arts grants, contracts, or other financial assistance extended after the date hereof, including payments after such date regarding assistant committed before such date. Applicant agrees that such assistance will be extended in reliance of this Assurance and that the government agency operating pursuant to Acts cited above shall have the right to seek judicial enforcement of this Assurance. The Assurance is binding on the Applicant, its successors, transferees and assignees. The person (or persons) whose signature appears below is authorized to sign the Assurance on behalf of the Applicant.

CERTIFICATION AND RELEASE

The undersigned certifies that he or she is an authorized signatory of the Applicant; has knowledge of the information presented herein; has read the guidelines of the Buchanan Center for the Arts Community Arts Access Grant incorporated herein by reference, and that this Applicant releases the Buchanan Center for the Arts, their employees and agents, with respect to damages to property or materials submitted in connection herewith.

ARTIST

Artist's Name_____
Artist's Signature Date_____
Address_____
City, State, Zip Code

ORGANIZATION

Organization_____
Executive Director Name_____
Executive Director Signature Date_____
President of the Board Name_____
President of the Board Signature Date

**APPLICATION NARRATIVE
2016 Community Arts Access Grant**

Please answer the following questions to the best of your ability. Respond to all questions using Times New Roman, 12-point font, and one-inch margins.

1. Artist – Describe your history as an artist and how you are qualified to accomplish the proposed project.

Organizations – Please state organizational mission and how the organization is qualified to accomplish the proposed project. Cite references, performances, exhibitions, publications, venues, and dates, etc.

2. Artist – Provide a brief artistic statement.

Organizations – Explain why the organization has chosen its mission and what benefits it hopes to share through its project.

3. Describe the project for which funds are requested.

4. Who does your project serve? What audience, neighborhood, or community will benefit?

5. What is the need for your project and how was the need determined?

6. How do you plan to promote your project? Provide dates, locations, and costs.

7. How will the funded project impact your artistic or organizational development?

8. If funded previously by the Community Arts Access Grant, discuss how funds were used and how the funded project enhanced your artistic or organizational development.

APPLICATION BUDGET
2016 Community Arts Access Grant

| | | | |
|---------------------------------|--------------|--|-----------------|
| 1. INCOME | | ITEM | Amount |
| a. Earned Income | | Admissions | \$ |
| | | Other Revenue | \$ |
| b. Gifts/Donations | | Corporate Support | \$ |
| | | Foundation Support | \$ |
| | | Individual Contributions | \$ |
| c. Grants | | Federal Funding | \$ |
| | | State Funding | \$ |
| | | Municipal Funding | \$ |
| d. Organizational Cash | | Applicant's Cash | \$ |
| e. Community Arts Access | | Community Arts Access Request | \$ |
| | | Total Income | \$ |
| | NOTE: | <i>Total income must equal total expenses</i> | |
| | | | |
| 2. IN-KIND DONATIONS | | What will you receive free of charge from other sources? | \$ Value |
| Gift/Giver | | | |
| a. | | | \$ |
| b. | | | \$ |
| c. | | | \$ |
| d. | | | \$ |
| | | Total In-Kind | \$ |
| | | | |
| | | | |

| | | | |
|--|----------------------|-----------------------|----|
| | | | |
| 3. EXPENSES | | | \$ |
| a. Personnel | Administrative | | \$ |
| | | | \$ |
| | Artist Fees | | \$ |
| | | | \$ |
| | | | \$ |
| | Technical/Production | | \$ |
| | | | |
| b. Outside Fees/Services | Artistic | | \$ |
| | | | \$ |
| | Other | | \$ |
| | | | \$ |
| c. Marketing | Printing | | \$ |
| | Mailing | | \$ |
| | Other (please list) | | \$ |
| | | | \$ |
| d. Remaining Operating Expenses | Supplies | | \$ |
| | | | \$ |
| | Space Rental | | \$ |
| | | | \$ |
| e. Other | Other (please list) | | \$ |
| | | | \$ |
| | | Total Expenses | \$ |

APPLICATION BUDGET NARRATIVE
2016 Community Arts Access Grant

Please describe all of the information provided in the budget. Itemize each income or expense. For example, if noted an anticipated income of \$2,000 in corporate support, this is where you would name the corporation that has pledged the support or you plan to approach for support. Be as descriptive as possible for both income and expenses, so the grant reviewer does not have any doubts as to the validity of the budget and how you arrived at the numbers.

**Buchanan Center for the Arts
Community Arts Access Grant Application
Required Attachments – Checklist**

4 sets (copies) of your application are required. Please collate the following materials in order, and paper clip each set (do not staple). Please include this checklist on top of your original as the first page.

Each set should include:

- Application cover sheet (ORIGINAL SIGNED FORM should be in the first set, photocopy for remaining set.)
- Application Narrative
- Budget
- Budget Narrative explaining any amounts listed. Please list names of anticipated corporate or foundation support. If discounts are offered, please describe, i.e. seniors, children. Please identify sources of in-kind contributions.
- Artistic resume of each key project administrator and artist.
- Supplementary documentation: Submit up to 3 examples - letters of venue confirmation, critical reviews, press releases, sketches, proposed marketing materials, etc.
- Proof of residency
Individuals: Driver's license or State ID; Organizations: Annual Report to the Secretary of State
- Previously funded project documentation

Note: If you have received funding in the past, please show materials crediting the Community Arts Access Grant.

SOLO ARTISTS and ARTISTS PARTNERING WITH ORGANIZATIONS

- Documentation of artistic ability for artists applying **AND** artists partnering with organizations. Check the item that you are including. It must directly relate to the artistic discipline included in your project.

_____ Photo(s) – each labeled with artist's name, work title, medium, and dimensions

_____ JPEGs saved to a CD – title each image with artist's first and last name and image number

_____ Audio CD

_____ DVD video (one labeled copy, 3 minutes maximum play time)

_____ Short story (two copies collated with the applications)

_____ Poems (two copies of three poems, assembled into sets, collated with applications)

_____ Two letters of recommendation **ONLY** if above documentation is unavailable (two copies of each, collated with applications)

ORGANIZATIONS MUST INCLUDE THE FOLLOWING IN ADDITION TO THE ITEMS ABOVE

- Current 12 month operating budget. Public schools may submit a single copy of their building budget if not easily excerpted from the district budget.
- List of staff and Board of Directors, including professional affiliations.

NOTE: All materials must be included. **Incomplete or late applications will not be reviewed.**

**BUCHANAN CENTER FOR THE ARTS
COMMUNITY ARTS ACCESS REGRANT PROGRAM
REVIEW CRITERIA**

GRANT # _____

TOTAL SCORE: _____

1. ARTISTIC MERIT (40%): 40 total points possible (5 each)

- _Quality of an individual's or organization's artistic value, as demonstrated by submitted support materials.
- _Artistic quality of the project. Is artistic project innovative and creative?
- _Does artistic project require technical skill and vision?
- _Did the artist or organization supply concrete and specific background qualifications?
- _Will the project further the organization's mission?
(Organizations only)
- _How does project address local community cultural needs?
- _Is the project furthering the arts in Warren County?
- _What is the artistic mission of organization?

Category 1 Total Score _____

2. ORGANIZATIONAL CAPACITY (30%): 30 total points possible (3.75 each)

- _Does the project show clear and specific goals/objectives through a well-conceived and realistic plan of implementation?
- _Does the project provide evidence of sound management and planning?
- _Does the artist or project administrator demonstrate professionalism and ability to lead?
- _Is the project budget clearly defined and realistic?
- _Does the budget show support from diverse sources?
- _Are the application materials clear, complete, and consistent?
- _Does the project demonstrate financial responsibility through evidence of public and private financial support and/or in-kind support other than this grant?
- _Does the organization explain a personnel structure implementation program?

Category 2 Total Score _____

3. COMMUNITY IMPACT (30%): 30 total points possible (3 each)

- _Does the project meet current or future community needs?
- _Does the project include diverse community representation and participation?
- _Is it accessible to the community regardless of race, gender, age, education, or disability?
- _Will the public be significantly involved and benefit from this project?
- _Will the project be effective in achieving its goals with its target audience?
- _Is there innovation in programming to incorporate diverse and new audiences into the project?
- _Is the marketing plan effective?
- _Does the project provide services and support to artists and encourage Illinois artists to create new works?
- _Does the project demonstrate an aesthetic or cultural impact on the community?
- _Does the project demonstrate the spirit of the mission statement of the Buchanan Center for the Arts: To enrich lives and promote enjoyment of the arts by offering creative and diverse artistic experiences?

Category 3 Total Score _____

**BUCHANAN CENTER FOR THE ARTS****GRANT AGREEMENT****GRANT NUMBER _____**

THIS AGREEMENT, made and entered on _____ by and between the Buchanan Center for the Arts (BCA) and

(Herein after referred to as GRANTEE) of Warren County.

BCA and GRANTEE hereby agree as follows:

1. BCA agrees to make a grant payable to GRANTEE in the amount of _____ for the following project (Hereinafter referred to as PROJECT):
2. All grant monies payable hereunder shall be expended by GRANTEE for PROJECT between **September 1, 2015 and August 31, 2016.**

Please Note: If, for any reason, GRANTEE needs to extend the term of the agreement, requests must be made in writing to the BCA at least thirty (30) days prior to the closing date of PROJECT. If no extension has been requested of, and approved by, the BCA, any monies payable hereunder remaining after completion of PROJECT, or after the date set forth below, must be refunded to BCA.

SUBMISSION OF REQUIRED DOCUMENTS (ESPECIALLY THE FINAL REPORTS) WITHIN SPECIFIED TIME PERIODS IS CRITICAL. Applicants not filing these forms within specified times are subject to a reduction in funding and/or disqualification from making application in the following year.

3. GRANTEE agrees that all funds issued by BCA pursuant to this AGREEMENT shall be expended only for the specific PROJECT described herein and in accordance with the approved budget.
4. GRANTEE agrees that credit shall be given the BCA and The Illinois Arts Council Agency, on all public notices, publicity, printed programs, public media, and other applicable material; the following language shall be used in all such cases: **"This Project is supported by a grant from the Buchanan Center for the Arts and the Illinois Arts Council Agency, a state agency."**

BUCHANAN CENTER FOR THE ARTS GRANT AGREEMENT

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5. GRANTEE agrees to submit the following report to BCA at the time indicated: **Within two weeks after completion of project (or by May 10 if year long project)**. Grantee shall file a final report with BCA on forms provided. In addition, Grantee agrees to comply with any subsequent requirements, which may be adopted by BCA with respect to grant reporting. **Grant funds will not be awarded in subsequent years if final reports due from previous periods have not been submitted within the period specified.**
6. GRANTEE agrees to supply BCA with copies of any newspaper coverage and at least one photograph, if available, of project related events and hereby grants to BCA free and unlimited license to use these items for such purposes as BCA, in its sole discretion shall determine.
7. GRANTEE agrees that no monies payable hereunder shall be used for the purchase of permanent equipment, capital improvements, or construction to pay balance of GRANTEE'S previous year's deficit or for out of state touring.
8. GRANTEE agrees that no person shall, on the grounds of race, color, religion, national origin, sex, or handicap, while otherwise qualified, be excluded from participating in, be denied benefits of, or be otherwise subjected to discrimination under any program or activity including employment supported in whole or in part by funds provided hereunder.
9. GRANTEE agrees that it shall fully comply with all rules, regulations, and other requirements now existing or which may hereafter be adopted by BCA with respect to grants of this nature.
10. If funds provided hereunder are used in whole or in part for the employment of any person, GRANTEE further agrees that no person shall on the grounds of race, color, religion, national origin, sex, or handicap, while otherwise qualified, be denied equal opportunity in the hiring process, or be otherwise discriminated against with respect to compensation, terms, conditions, or benefits of employment.

SIGNATURE BELOW INDICATES ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS AGREEMENT:

Kristyne Gilbert Bradford
Executive Director

Grantee Representative



THE BUCHANAN CENTER FOR THE ARTS

64 PUBLIC SQUARE

MONMOUTH, IL 61462

309-734-3033

buchanancenter@frontier.com

IACA Community Arts Access Grant Final Report

This report must be submitted on or before: August 31, 2016.

Name of Organization:

Title of Project(s):

1. Project attendance (complete appropriate project category):

| | | |
|--|--------|--------------------|
| A. Performance Projects | Adults | Youth (18 & under) |
| 1. Number of performances | _____ | _____ |
| 2. Total audience for entire project | _____ | _____ |
| 3. Number of performers | _____ | _____ |
| 4. Number of volunteers | _____ | _____ |
| 5. Number benefitting (add 2, 3, & 4) | _____ | _____ |
| B. Visual Arts Projects | Adults | Youth (18 & under) |
| 1. Number of exhibitions in this project | _____ | _____ |
| 2. Total attendance for entire project | _____ | _____ |
| 3. Number of artists | _____ | _____ |
| 4. Number of volunteers | _____ | _____ |
| 5. Number benefitting (add 2, 3, & 4) | _____ | _____ |
| C. Workshop/Class Project | Adults | Youth (18 & under) |
| 1. Number of workshops/classes | _____ | _____ |
| 2. Number of sessions per workshop/class | _____ | _____ |
| 3. Total attendance for entire project | _____ | _____ |
| 4. Number of artists | _____ | _____ |
| 5. Number of volunteers | _____ | _____ |
| 6. Number benefitting (add 3, 4, & 5) | _____ | _____ |

These figures are critically important for our grant process with the Illinois Arts Council Agency. Please be as accurate as you can with respect to these totals.

- A. How has the project addressed community cultural needs?
- B. In what ways was the community involved in the project?
- C. How were underserved portions of the community involved in the project?
- D. How did your organization's project offer economic opportunities to Illinois artists?
- E. How did your organization's project encourage Illinois artists to create new work?

3. Attachments (please attach copies of programs, publicity, newspaper articles, photographs, etc.)

4. Actual Expenses & Income

Actual Expenses

| | CASH EXPENSES | IN-KIND |
|---|---------------|---------|
| CONTRIBUTIONS | | |
| 1. Personnel/Administrative | _____ | _____ |
| 2. Artistic Fees | _____ | _____ |
| 3. Material & Supplies | _____ | _____ |
| 4. Insurance | _____ | _____ |
| 5. Travel & Transportation (14 cents/mile) | _____ | _____ |
| 6. Food & Lodging | _____ | _____ |
| 7. Rented Equipment | _____ | _____ |
| 8. Space, Facility, & Real Estate Rental | _____ | _____ |
| 9. Advertising, Public Relations, & Printing | _____ | _____ |
| 10. Long Distance Phone & Postage | _____ | _____ |
| 11. Other Expenses | _____ | _____ |
| 12. TOTAL CASH EXPENSES: (Total of Lines 1 – 11) | _____ | |
| 13. TOTAL IN-KIND CONTRIBUTIONS | | _____ |
| 14. TOTAL CASH & IN-KIND EXPENSE | _____ | |

Actual Income

- | | | |
|-----|---|-------|
| 15. | Grants (not including BCA grant) | _____ |
| 16. | Contributions: Private and Corporate | _____ |
| 17. | Earned Income: Admissions, Sales, & Concessions | _____ |
| 18. | Applicant Cash: Organization's Operating Budget | _____ |
| 19. | IACA Community Arts Access Grant (BCA) | _____ |
| | | |
| 20. | TOTAL CASH INCOME: (Total of Lines 15 – 19) (Line 12 & Line 20 should be the same) | _____ |
| 21. | IN-KIND GOODS & SERVICES | _____ |
| 22. | TOTAL CASH & IN-KIND INCOME | _____ |